



Chapter Two

ADMINISTRATIVE POLICIES AND PROCEDURES

BUREAU OF LOCAL ROADS AND STREETS MANUAL

Chapter Two
ADMINISTRATIVE POLICIES AND PROCEDURES

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Chapter Two

ADMINISTRATIVE POLICIES AND PROCEDURES

2-1 APPLICABLE ILLINOIS STATUTES

The following Sections briefly discuss the Illinois laws that govern the policies and procedures set forth by IDOT. The *Road, Bridge and Other Related Laws of Illinois* published by IDOT is a reprint of particular chapters and paragraphs of the *Illinois Compiled Statutes* (ILCS) that deal specifically with road, bridge, and street matters. This document is arranged in ascending numerical order of these chapters and is intended for use as a ready reference for road and street officials.

2-1.01 Illinois Highway Code

The *Illinois Highway Code* (605 ILCS 5) contains a description of the systems of highways in Illinois. It provides the legal authority for the administration of highways by the State and counties. It also provides for the administration of township and road district roads and municipal streets. Other provisions covering highways and bridges are also included.

2-1.02 Bikeway Act

The *Bikeway Act* (605 ILCS 30) provides the legal authority for the construction and maintenance of bikeways.

2-1.03 Illinois Vehicle Code

The *Illinois Vehicle Code* contains the Rules of the Road (625 ILCS 5/11). The Rules of the Road includes the statutes on traffic signs, signals, pavement markings, speed restrictions, and parking regulations. It also contains the size, weight, and load restrictions for vehicles and provisions for permits and vehicle restrictions (625 ILCS 5/15).

2-1.04 Other Applicable Statutes

The following presents a brief description of the charters in the ILCS most frequently referred to by THE BLRS and the local agencies:

1. Chapter 5 – General Provisions. This chapter covers the *Open Meetings Act* and the *Intergovernmental Cooperation Act*.

2. Chapter 20 – Executive Branch. This chapter discusses various State agencies and certain Acts that are under the control of these agencies. This includes many of the responsibilities of IDOT.
3. Chapter 30 – Finance. This chapter discusses investments of public funds, bonds, and debts.
4. Chapter 35 – Revenue. This chapter includes the Property Tax Extension Limitation Law (PTELL) and the Motor Fuel Tax (MFT) Law.
5. Chapter 50 – Local Government Officers and Employees. This chapter discusses purchase contracts and professional services selection.
6. Chapter 55 – Counties. This chapter discusses the power and duties of county boards. Some of the topics discussed are as follows:
 - trust agreements for funds retained pending construction completion;
 - competitive bids;
 - names of streets and highways, including numbers of buildings and lots;
 - removal of obstructions from streams, lakes, ponds, and other water courses;
 - county motor fuel tax; and
 - establishment of building or set-back lines.
7. Chapter 60 – Townships. This chapter includes discussion on the corporate power of townships and the procedure for vacancies in offices.
8. Chapter 65 – Municipalities. This chapter sets forth the *Illinois Municipal Code*. The *Illinois Municipal Code* establishes the organization, territory, finance structure, local improvements, and the corporate powers and functions of the municipality. Some of the pertinent topics include the following:
 - local improvement procedures restricted to certain municipalities,
 - improvements affecting property not within municipality,
 - general powers over streets and public ways,
 - certain joint municipal and township construction projects,
 - persons displaced by Federal-aid system of streets and highways, and
 - jurisdiction over roads by agreement.
9. Chapter 220 – Utilities. The *Illinois Underground Utility Facilities Damage Prevention Act*, the *Telegraph Act*, and the *Telephone Company Act* from ILCS are included in this chapter.

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10. Chapter 415 – Environmental Safety. The *Environmental Protection Act* covering air, water, land pollution, special waste, and the *Groundwater Protection Act* are included in this chapter.
11. Chapter 505 – Agriculture. This chapter includes the *Farmland Protection Act*.
12. Chapter 520 – Wildlife. This chapter includes the *Illinois Endangered Species Protection Act*.
13. Chapter 820 - Employment Wages and Hours. This chapter includes the *Prevailing Wage Act*.

2-2 UNITED STATES CODE AND CODE OF FEDERAL REGULATIONS

The following sections briefly discuss Federal laws and regulations that govern policy and procedures set forth by IDOT for Federal-aid projects.

2-2.01 United States Code

The *United States Code* (USC) is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles. The following titles most frequently affect Federally funded highway projects.

1. Title 23 – Highways. This title covers Federal-aid highways, highway safety, and research and technology.
2. Title 42 – The Public Health and Welfare. This title includes the National Environmental Policy, Uniform Relocation Assistance, and Real Property Acquisition Policies, and other environmental laws.
3. Title 49 – Transportation. This title discusses the operation of the Federal Department of Transportation.

2-2.02 Code of Federal Regulations

The *Code of Federal Regulations* (CFR) is a codification of the general and permanent rules published by the executive departments and agencies of the Federal government. The *CFR* is divided into 50 titles that represent broad areas subject to Federal regulation. Each title is divided into chapters that usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas. Federally funded highways projects are mainly affected by the following titles:

1. Title 23 – Highways. Chapter 1 of this title contains the regulations of the Federal Highway Administration.
2. Title 40 – Protection of Environment. This title contains regulations of the Environmental Protection Agency and the Council on Environmental Quality.
3. Title 49 – Transportation. This title contains regulations issued by the Office of the Secretary of Transportation.

2-3 BUREAU OF LOCAL ROADS AND STREETS POLICIES AND PROCEDURES**2-3.01 Legal Authority and Responsibility****2-3.01(a) State Statutes**

When Motor Fuel Tax (MFT) funds, Federal funds, or other State funds are used in whole or in part for the construction of a local road or street, IDOT approval is mandatory. The responsibility for general oversight has been delegated to the Bureau of Local Roads and Streets, with direct oversight given to the district.

2-3.01(b) Federal Laws and Regulations

Authority for the construction of Federal-aid highways in Illinois is given to the Illinois Department of Transportation. IDOT is not relieved of their responsibility by authorizing performance of the work by a local agency. IDOT must ensure that the local agencies comply with all Federal laws and regulations.

2-3.02 Bureau of Local Roads and Streets Manual

The *Bureau of Local Roads and Streets Manual (BLRS Manual)* contains the policy and procedures for the construction and maintenance of local roads and streets with Federal, State, and MFT funds under the supervision of IDOT.

The *Manual* is divided into four parts. Part I presents general information about the operation of IDOT, the road system, funding, and other issues not affected by funding type. Part II discusses the policies and procedures for MFT- and State-funded projects. Part III discusses the policies and procedures for Federally funded projects. Part IV contains project design criteria that are required to be used regardless of fund type.

This *Manual* provides information on:

- the Bureau of Local Roads and Streets' responsibilities for vouchering MFT funds and Township Bridge Funds (TBF) to the local agencies;
- local agency (i.e., municipalities, counties, road districts) responsibilities for maintaining complete records of disbursements, refunds, transfers, and balances involving all MFT and State funds transferred to the local agencies;
- design guidelines for local roads and streets including functional classification, engineering analyses, roadway design, traffic control devices, pavement design, bridges and culverts, and hydraulics;
- guidelines for addressing right-of-way acquisitions, railroads, and utilities;

- policies and procedures for preparing plans, specifications, estimates, proposals, contracts, highway system revisions, resolutions, agreements, and other miscellaneous documents;
- letting, award, and construction procedures;
- maintenance administration and operations for local facilities; and
- guidelines and procedures for projects involving Federal funding, including:
 - + environmental analyses and reports;
 - + public involvement guidelines; and
 - + FHWA coordination, review, and approval.

The *Manual* will be updated on a regular basis to reflect changes in policies and procedures.

2-3.03 BLRS Circular Letters and Regional Engineer Memoranda

It is often necessary to revise or provide new policies and procedures or provide other information to the districts and to the local agencies and their engineers in a timely manner prior to revising the *BLRS Manual*. The Central BLRS will issue Circular Letters and Regional Engineer Memoranda to disseminate this information. Circular Letters are used to issue new and revised policy and procedures. They are also used to update or issue BLRS pamphlets and booklets, special provisions, and forms, and to provide advisory or general information issued by other IDOT bureaus and other agencies. These letters are sent to the county engineers, public works directors, municipal engineers, other officials, and consulting engineers as appropriate. These letters can also be received electronically through the Central BLRS subscription service. Copies and an up-to-date list of current Circular Letters may be obtained from IDOT's website.

Regional Engineer memoranda are circulated only within IDOT. They provide the district with information and procedure changes that do not directly affect the local agencies.

2-3.04 Forms

2-3.04(a) General

In order to provide continuity and simplicity in the administration and expenditure of MFT, State, and Federal funds for local agency projects, IDOT has provided forms for local agency use. These forms include the general requirements for local agency projects but are not intended to address specific situations for any local agency. The current versions of these forms are available for downloading from IDOT's website for use on local agency projects processed through the BLRS. A current list of these forms is also available on the website.

2-3.04(b) Signature Requirements

It is required that forms submitted to IDOT must contain the original signature of the appropriate local official. Signatures applied by rubber stamp are not acceptable. Another person may sign the local official's name if authorized to do so by the local official. An official other than the official designated on the form may sign a form if authorized by resolution or ordinance of the governing body.

In the district, the forms are to be signed by the Regional Engineer or someone delegated to sign for the Regional Engineer. The Regional Engineer may also delegate approval authority to another individual on the Regional Engineer's staff when appropriate.

2-3.05 Policy and Procedures Variances

Policy and procedures set forth in this *Manual* have been established in accordance with the *ILCS* and guidelines developed by IDOT in cooperation with the Illinois Association of County Engineers, the Illinois Municipal League, the Township Officials of Illinois, and other agencies and organizations. When it is impractical to meet the requirements or procedures set forth in Parts I, II, or III of this *Manual*, a local agency may submit a variance request to the district substantiating the reason for the request. The district, in consultation with the Central BLRS, will approve the request if it is acceptable. The procedure for obtaining variances of design criteria is discussed in Section 27-7.

2-4 PROJECT IDENTIFICATION**2-4.01 Local Agency Section Designation**

All local agency projects processed through IDOT must have a section designation. The section designation is assigned by the local agency in coordination with the district using the following guidelines.

The section designation has four parts separated by hyphens (e.g., 03-00132-01-RS). The four parts of the section designation from left to right include:

1. Year. The first two digits are the last two digits of the calendar year in which the section is established.
2. Agency Sequence. The second sequence consists of five characters, usually all numeric. Each local agency usually assigns these sequence numbers in numerical order. For township or road district projects, the first two characters represent a code number assigned to each township or road district by alphabetical order for each county. When an improvement is made to a location that had previously been constructed, the original sequence number may be retained. When a road, street, or bridge is to be improved in two or more stages, the same sequence number should be used for all stages.

Each park district, forest preserve district, and conservation district will be assigned a particular five-character sequence to be used for all projects with the first character being alphabetic.
3. Subsection. The subsection for the first use of any sequence number is 00. The subsection number is increased numerically for each use of the same sequence number by an agency.
4. Section Type. The last of the section designation consists of two letters describing the type of work. See Figure 2-4A for a list of section types.

Section numbers for general maintenance are discussed in Section 14-2.

Contact the district for assistance in assigning section designations.

2-4.02 Federal Project Numbers

Each authorization of Federal funds requires a distinct Federal project number. The project number consists of a series of letters based on the Federal fund type, a number based on the project location, and a number in parentheses which is a sequential number for the project location. Contact the district to obtain project numbers assigned by the Central BLRS for local agency Federal projects.

Suffix	Type of Work	Suffix	Type of Work
AA	Agency Authorization	LA	Land Acquisition
AC	Agency Credit	LS	Landscaping
AS	Aggregate Surface	LT	Lighting
BD	Building Demolition	MB	MFT Bond
BI	Bridge Investigation	MG	Building and Maintain County Garage
BR	Bridge	MS	Miscellaneous
BT	Bike Trails	NW	Noise Walls
CG	Curb and/or Gutter	PA	Painting
CH	Channelization	PK	Parking Lots
CS	County Engineer's Salary	PV	Pavement
DR	Drainage	PW	Pavement Widening
EG	Engineering	RF	IMRF or Social Security
ES	Engineering Study	RP	Rigid Pavement
EQ	Equipment	RR	Railroad Crossing
FL	Railroad Crossing Protection	RS	Resurfacing
FP	Flexible Pavement	SC	Surface Treatment
GB	General Obligation Bond	SD	Shoulders
GE	General Earth	SG	Signing
GM	General Maintenance	SM	Special Maintenance
GR	Guardrail	SP	Safety Project
GS	Grade Separation	SS	Storm Sewer
HA	Holding Account	ST	Striping
HP	Historic Preservation	SW	Sidewalk
IC	ICC Order (Central BLRS Only)	TD	Mass Transit Allocation
IR	Intermittent Resurfacing	TL	Traffic Signals
JT	Jurisdictional Transfer	WR	Widening and Resurfacing

SECTION TYPE DESIGNATIONS

Figure 2-4A

2-4.03 State Job Numbers

A State job number is needed for any project involving State or Federal funds. Each phase having Federal or State funds must have a separate job number. Job numbers are assigned by the district. Figure 2-4B identifies the information necessary for Central BLRS to assign a correct project number.

Program	Prefix	Local Number	(Parenthesis Number)
Bicycle Grants	BGP	Federal Route Number	Number of Project on Route starting with 1
Bridge Replacement and Rehabilitation			
Bridge Replacement on Major Collectors	BRS	Federal Route Number	Number of Project on Route starting with 101
Bridge Replacement on Minor Arterials and/or Urban Collectors	BRM	Urban Area Number	Number of Project in Urban Area starting with 1
Bridge Replacement (Off-System Located in Urban Area)	BROS	District Number	Number of Project in District starting with 1
Bridge Replacement (Off-System Outside Urban Area)	BROS	County Number	Number of Project in County starting with 1
Rehabilitation on Major Collectors	BHS	Federal Route Number	Number of Project on Route starting with 101
Rehabilitation on Minor Arterials and/or Urban Collectors	BHM	Urban Area Number	Number of Project in Urban Area starting with 1
Rehabilitation (Off-System Located in Urban Area)	BHOS	District Number	Number of Project in District starting with 1
Rehabilitation (Off-System Outside Urban Area)	BHOS	County Number	Number of Project in County starting with 1
Economic Growth Center Highways	DPM	Urban Area Number	Number of Project in Urban Area starting with 1
Forest Highways	FH	Federal Route Number	Number of Project on Federal Route starting with 101
Great River Road	GR	Federal Route Number	Number of Project on FAS Route starting with 101 on Urban Route starting with 1
Interstate Transfer Grants	IX	Urban Area Number	Number of Project in Urban Area starting with 1
Rail-Highway Crossing Hazard Elimination			
On Federal System	RRS	Federal Route Number	Number of Project on Federal Route Starting with 101 on FAS Routes Starting with 1 on FAU Routes
Off-System	RRS	County Number	Number of Project in County starting with 1
Rail-Highway Crossing Protective Devices			
On Federal System	RRP	Federal Route Number	Number of Project on Federal Route Starting with 101 on FAS Routes Starting with 1 on FAU Routes
Off-System	RRS	County Number	Number of Project in County starting with 1
Rural Secondary	RS	Federal Route Number	Number of Project on Route starting with 101
Secondary System — "3R" Projects	SR	Federal Route Number	Number of Project on Route starting with 101
Urban System	M	Urban Area Number	Number of Project in Urban Area starting with 1

PROJECT NUMBER INFORMATION

Figure 2-4B

2-4.04 Motor Fuel Tax System

The Motor Fuel Tax System (MFT) is a computer system used by the Central BLRS and the districts for cost accounting of local agency MFT, State, and Federal funds designated for use by local agencies. The system also provides a means of tracking projects that use these funds.

The MFT System provides a record of all MFT allotments and transactions, and a current balance of MFT funds for each local agency. It also contains a project record of each local agency project. The records are available by the local agency MFT section number. Contact the district to obtain specific information.

2-5 IDOT PUBLICATIONS

There are various publications issued by IDOT, other State and Federal agencies, and engineering groups relative to streets and highway matters. An abbreviated list of some of these publications is listed in the following Sections.

2-5.01 IDOT Internet Website**2-5.01(a) General**

IDOT operates an Internet website that contains general information about the Department and its programs. Several manuals, policy memoranda, forms, and other information needed in the development of a project are available.

2-5.01(b) Subscription Service

The BLRS offers a subscription service on its website for local agencies and others. Electronic versions of Circular Letters, notices of web updates, and other information not normally circulated are sent automatically to subscribers. Use the subscriber web page to enroll.

2-5.02 Other BLRS Publications

The following presents a description of publications that are issued and maintained by the Bureau of Local Roads and Streets in addition to the *BLRS Manual*. These documents are available on IDOT's website:

1. *Jurisdictional Transfer Guidelines for Highway and Street Systems*. This booklet provides local agency officials with a quick reference to assist in formulating, analyzing, and resolving jurisdiction/maintenance disputes. The importance of evaluating each situation in light of its own peculiarities cannot be overemphasized. It is intended that the provisions of this pamphlet be a reference and not the final authority.
2. *Signing of Road District and Township Roads*. This booklet provides highway commissioners with a quick reference to signs and their uses and traffic control devices. Any reference to the "manual" is to the *Manual on Uniform Traffic Control Devices* (MUTCD) or the *Illinois Supplement to the Manual on Uniform Traffic Control Devices* (ILMUTCD). This publication should not be used as a substitute for engineering judgment. It is intended that the provisions of these guidelines be a reference and not the final authority on the signing of township highways. Conformance with the latest editions of the *ILMUTCD* is required by the *Illinois Vehicle Code* (625 ILCS 5/11-304).

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3. *Motor Fuel Tax Funds – Source, Distribution, and Use – Counties, Municipalities, and Road Districts.* This booklet provides local agency officials with a quick reference to the source, distribution, and uses of MFT funds. It is the intent that provisions of this document be a reference and not the final authority on the receipt or expenditure of MFT funds.
4. *Specifications and Special Provisions – Development and Usage for Local Agencies.* This booklet provides local agencies and consultants with a quick reference to the development and use of specifications and special provisions. It is intended that the provisions of this booklet be a reference and not the final authority.
5. *Road, Bridge and Other Related Laws of Illinois.* This booklet is issued for the convenience of road and street officials and others who may be concerned with road and street matters. It provides a ready reference to various chapters and sections which are related to road and bridge matters. Users should always verify that statutes have not been amended by current legislation.
6. *The Illinois Grade Crossing Protection Fund: Use, Operation, & Administration.* This booklet provides local agency officials with a quick reference to the Grade Crossing Protection Fund as established in 35 ILCS 505/8. It is the intent that provisions of this booklet be a reference and not the final authority.

2-5.03 Other Department Documents

IDOT publishes a variety of manuals and documents. These publications disseminate IDOT's policies, standards, specifications, and procedures to be followed in the construction and maintenance of streets and highways on the State highway system. Some also have application to the local highway system.

Many of these publications are available for review and/or downloading on IDOT's website. Most of the manuals are available free in limited quantities to local agencies from the Division of Highways Manual Sales Office. Consultants and other individuals can purchase these manuals from the Manual Sales Office. An order form with a list of available documents can be obtained from IDOT's website or by contacting the Manual Sales Office.

The following Sections provide brief descriptions of documents published by other offices within IDOT.

2-5.03(a) Bureau of Operations

The Bureau of Operations is responsible for the following documents:

1. *Traffic Policies and Procedures Manual.* The *Traffic Policies and Procedures Manual* presents guidelines for the uniform placement of traffic control devices and the

application of traffic control policies and procedures. It contains guidance and information on:

- statutory and administrative requirements for traffic control devices;
 - information-gathering procedures and data sources;
 - traffic engineering studies and investigations including crash studies, speed studies, warrant studies, observance studies, time and delay studies, and school-zone safety;
 - plan preparation including agreements, contracts, specifications, etc., for traffic plans;
 - the selection, design, and placement of signing, pavement markings, traffic signals, object markers, delineation, rumble strips, traffic control in work zones, bikeways, and highway and sign lighting;
 - permits including access control, special vehicular movements, road closures for local celebrations, utilities, snowmobiles on State routes, and other miscellaneous permits; and
 - the State's highway safety program.
2. *Maintenance Policy Manual.* The purpose of this *Manual* is to provide written references that will enable IDOT personnel to more uniformly maintain the State Highway System. It also serves as a tool in orientation and training of new employees, and to provide a format for recording, review, and revision of policies when necessary.
 3. *Illinois Standard Highway Signs.* The *Illinois Standard Highway Signs* illustrates the layout and design details for the highway signs used by IDOT. It includes the *MUTCD* number, allowable sign sizes, and design details for all signs to be erected along a street or highway.
 4. *Illinois Manual for Uniform Traffic Control Devices.* The *Illinois Manual for Uniform Traffic Control Devices* (ILMUTCD) consists of the Federal *MUTCD* issued by FHWA and the *Illinois Supplement to the MUTCD*.

The *ILMUTCD* is issued by the Bureau of Operations and presents criteria and guidance specific to Illinois that may vary, or that are in addition to the FHWA *MUTCD*. It includes revisions and additions to the Federal *MUTCD* traffic control devices for signing, pavement markings, traffic signals, construction signing, schools, and railroads; and a table of Illinois standard signs.

2-5.03(b) Bureau of Materials and Physical Research

The Bureau of Materials and Physical Research is responsible for the following documents:

1. Manual of Test Procedures for Materials. This *Manual* presents the IDOT's criteria for sampling and test procedures for evaluating the following materials for road and bridge construction:
 - aggregates,
 - hot-mix asphalt, and
 - Portland cement concrete.
2. Geotechnical Manual. The *Geotechnical Manual* addresses the application and treatment of soils and foundations on highway projects.
3. Project Procedures Guide. The Bureau of Materials and Physical Research's *Project Procedures Guide* (PPG) is used as a resource for determining reasonable inspection procedures and sampling frequencies for materials used in highway construction. This *Manual* seeks to establish materials sampling and testing uniformity throughout the State by providing sampling schedules that lists the minimum frequencies at which samples and measurements must be taken by project, plant, and district personnel.

2-5.03(c) Bureau of Land Acquisition

The Bureau of Land Acquisition is responsible for the *Land Acquisition Policies and Procedures Manual*. The *Land Acquisition Policies and Procedures Manual* presents information on obtaining and maintaining right-of-way for State highways and other facilities.

2-5.03(d) Bureau of Construction

The Bureau of Construction is responsible for the following documents:

1. Construction Manual. This *Manual* expands on the *Standard Specifications for Road and Bridge Construction* and provides guidelines for uniform field inspection and documentation procedures on highway construction.
2. Schedule of Average Annual Equipment Ownership Expense. The *Schedule of Average Annual Equipment Ownership Expense* is designed for use on Force Account bills of contractors performing work for IDOT and local government agencies who choose to adopt these rates. This schedule is also to be used in determining appropriate rates used by IDOT and other State agencies with various local government agencies.

2-5.03(e) Bureau of Bridges and Structures

The Bureau of Bridges and Structures is responsible for the following documents:

1. *Bridge Manual*. The *Bridge Manual* is a compilation of design procedures, plan presentation guidelines, specification interpretations, standard practices, design details, and base sheets for bridges and other structures.

The following are supplements to the *Bridge Manual*:

- a. *Culvert Manual*. The *Culvert Manual* is a compilation of design procedures, design charts and tables, standard details, and base plan sheets that are used to aid in the design and detailing of concrete box culverts and wingwalls.
 - b. *Prestressed Concrete Manual*. The *Prestressed Concrete Manual* is a compilation of design procedures, design charts and tables, examples, standard details, and base plan sheets that are used to aid in the design and detailing of concrete, pretensioned I-beam, and pretensioned deck beams.
 - c. *Sign Structures Manual*. The *Sign Structures Manual* presents guidelines for the selection of sign supports, sign support design details, and CADD criteria for incorporating traffic signs into the plans.
 - d. *Standard Plans*. The *Standard Plans* present the typical plan sheets and designs that are commonly used by local agencies during the preparation of bridge projects. It contains information base sheets and plan sheets for precast prestressed deck beam superstructure concrete structures.
 - e. *Structural Services Manual*. The *Structural Services Manual* provides guidance and information on the maintenance and repair of existing structures.
2. *Computer-Aided Design and Drafting Manual*. The *Computer-Aided Design and Drafting Manual* is a compilation of various design elements on CADD that are commonly found on bridge and other structures projects.
 3. *Drainage Manual*. The *Drainage Manual* is a compilation of IDOT's policies and criteria on drainage and hydraulics for road and bridge projects.

2-5.03(f) Bureau of Design and Environment

The Bureau of Design and Environment is responsible for maintaining and publishing the following documents:

1. *Bureau of Design and Environment Manual*. The *BDE Manual* provides uniform practices for personnel preparing contract plans for State highway projects. The *BDE*

Manual presents information typically required in the development of a roadway project. Specifically, the *BDE Manual* provides information on:

- IDOT administration and procedures,
- project development,
- environmental procedures,
- roadway design elements,
- design of highway types,
- other highway design elements, and
- plans and contracts.

This *Manual* is available only on CD from the Manual Sales Office.

2. *IDOT Coded Pay Items*. The *IDOT Coded Pay Items* provides a listing of all pay items, with pay code numbers, used by IDOT for a project.

3. *Standard Specifications for Road and Bridge Construction, Supplemental Specifications, and Recurring Special Provisions*. The *Standard Specifications for Road and Bridge Construction (Standard Specifications)* are the specifications adopted by IDOT for work methods, materials, and basis of payment used in construction. The *Standard Specifications* are intended for general repetitive use. They provide IDOT criteria for:

- bidding,
- awarding the contract,
- the contractor's duties,
- controlling the material quality,
- the contractor's and IDOT's legal requirements,
- executing the contract, and
- measuring and paying for construction.

Supplemental Specifications and Recurring Special Provisions contain additions and revisions to the *Standard Specifications*. The Supplemental Specifications and Recurring Special Provisions are considered part of and should always be used in conjunction with the *Standard Specifications*.

4. *CADD Roadway Drafting Reference Guide*. The *CADD Roadway Drafting Reference Guide (Reference Guide)* presents IDOT's requirements and procedures for computer-aided drafting and design.

5. Highway Standards. The *Highway Standards* provide details for laying out or constructing various design elements that are consistent from project-to-project (e.g., guardrail, curb and gutter, signs, fencing, landscaping). The *Highway Standards* are developed by BDE in collaboration with other Bureaus.

2-5.03(g) Office of Planning and Programming

The Office of Planning and Programming is responsible for maintaining and publishing the following documents:

1. Illinois Highway Information System and Procedures Roadway Information Manual. To develop the most effective highway maintenance program possible, IDOT anticipates and prioritizes rehabilitation needs. Needed improvements are projected using information from the *Manual*. For example, surface type, AADT and CRS rating, in combination with other information are prioritized and included with funding (e.g., motor fuel tax) and manpower restrictions to determine which roadway rehabilitation projects are undertaken. This *Manual* defines the type of information collected, how it is collected and how it is placed into the Illinois Roadway Information System. Included in the appendices of this publication are lists of Illinois municipalities, townships, and road districts.
2. Structure Information and Procedure Manual. This *Manual* is used for entering and interpreting codes used to represent Illinois' structural data for input into the Illinois Structure Information System. This document is used to satisfy the information needs for the National Bridge Inspection Standards.

2-5.03(h) Division of Aeronautics Aviation Safety Rules and Airport Hazard Zoning Rules

The *Illinois Division of Aeronautics Aviation Safety Rules and Regulations* includes information required to determine if airport clearances are maintained. Topics include controlling elevations and locations of earthwork, pavement, and structures. Appurtenances (e.g., signs, lighting, utility adjustments) that could affect airport clearances must be noted.

2-5.04 National Documents

For relevant national publications, the following provides a brief description of each publication:

1. A Policy on Geometric Design of Highways and Streets. The AASHTO publication, *A Policy on Geometric Design of Highways and Streets*, more commonly known as the *Green Book*, discusses the nationwide policies, practices, and criteria for the geometric design of highways and streets. It is intended to present a consensus view on the most widely accepted approach to the design of a variety of geometric elements including

design speed, horizontal and vertical alignment, cross section widths, intersections, and interchanges. This publication provides additional guidance regarding the design of roads and streets.

2. *Roadside Design Guide*. The *AASHTO Roadside Design Guide* presents the nationwide policies, practices, and criteria for roadside safety along highways and streets. It is intended to present a consensus view on the most widely accepted approach to providing a reasonably safe roadside for run-off-the-road vehicles. The *Roadside Design Guide* discusses clear zones, drainage appurtenances, sign and luminaire supports, roadside barriers, median barriers, bridge rails, crash cushions, and roadside safety within construction work zones. The overall objective of the *Roadside Design Guide* is to recommend an appropriate roadside safety treatment for specific sites considering the consequences of a vehicle running off the road, specific roadway features (e.g., traffic volumes, design speed, roadside topography), and construction/maintenance costs.
3. *Model Drainage Manual*. The *AASHTO Model Drainage Manual (MDM)* presents the nationwide criteria for the hydrologic and hydraulic design of drainage appurtenances for highway projects. The *MDM* discusses the most commonly used hydrologic methods in the United States (e.g., the Rational Method), and it discusses hydraulic design of various drainage appurtenances (e.g., open channels, culverts, bridges, closed drainage systems, energy dissipators). The *MDM* supersedes, incorporates, or references the FHWA Hydraulic Engineering Circulars and Hydraulic Design Series publications. The overall objective of the *MDM* is to present hydraulic design criteria for highway drainage features that properly consider the probability of an extreme hydraulic event, the consequences of that event, and the costs of providing a drainage system that will accommodate that event.
4. *Highway Capacity Manual*. The *Highway Capacity Manual (HCM)* and its associated software, published by the Transportation Research Board, present the nationwide criteria for performing capacity analyses for highway projects. The *HCM* includes methodologies for freeways, weaving areas, freeway and ramp junctions, two-way two-lane facilities, intersections, etc. The basic objective of the capacity methodologies in the *HCM* is to determine the necessary configuration and dimensions of a specific highway element to accommodate the projected traffic volumes at a given level of service.
5. *Manual on Uniform Traffic Control Devices*. The *Manual on Uniform Traffic Control Devices (MUTCD)*, published with the combined efforts of FHWA, AASHTO, ATSSA, and ITE, presents nationwide criteria for the selection, design, and placement of all traffic control devices. This includes highway signs, pavement markings, and traffic signals. The basic objective of the *MUTCD* is to establish an effective means to convey traffic control information to the driver for uniform application nationwide. The *MUTCD* information is divided into four categories — standard, guidance, option, and support. These categories are used to establish the proper application of *MUTCD* criteria for all

public roads and streets within the United States. A link to the MUTCD is on the IDOT website.

6. ADA Accessibility for Buildings and Facilities. The *ADA Accessibility Guidelines for Buildings and Facilities*, published by the US Architectural and Transportation Barrier Compliance Board, presents the nationwide accessibility criteria to buildings and facilities for individuals with disabilities. The basic objective of this document is to establish the criteria mandated by the *Americans with Disabilities Act (ADA)* of 1990. It provides accessibility criteria for both interior and exterior facilities including parking spaces, sidewalks, hallways, doorways, curb ramps, ramps, stairs, telephones, drinking fountains, rest rooms, elevators, etc.
7. Guide for the Development of Bicycle Facilities. The *AASHTO Guide for the Development of Bicycle Facilities* provides information on the development of new facilities to enhance and encourage safe bicycle travel. Planning considerations, design and construction guidelines, and operation and maintenance recommendations are provided. Chapter 42 provides further guidance on bicycle facilities in Illinois.
8. AASHTO Guidelines for Geometric Design of Very-Low Volumes Local Roads ($ADT \leq 400$). The *AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads ($ADT \leq 400$)* addresses the unique design issues highway designers and engineers face when determining appropriate cost-effective geometric design policies for very low-volume local roads. This approach covers both new and existing construction projects. Because geometric design guidance for very low-volume local roads differs from the policies applied to high-volume roads, these guidelines may be used in lieu of *A Policy on Geometric Design of Highways and Streets*, also known as "*The Green Book*."
9. AASHTO Standard Specifications for Highway Bridges. The *AASHTO Standard Specifications for Highway Bridges* are intended to serve as the national standard or guide for use by bridge engineers or for the development of an agency's own structural specifications for Load Factor Designs (LFD). Note that IDOT only uses the LFD procedures for its structural designs. They establish minimum requirements, consistent with current nationwide practices that apply to common highway bridges and other structures (e.g., retaining walls, culverts). The *AASHTO Standard Specifications* do not apply to unusual types of bridges (e.g., cable-stayed bridges) or to bridges with spans longer than 500 ft (150 m). Because AASHTO and FHWA are converting to Load Resistance Factor Design (LRFD), the 17th Edition of *Standard Specifications for Highway Bridges* will be the last edition published by AASHTO.

